

## INSTRUCTIONS FOR FILLING OUT CASH or CREDIT APPLICATION FOR AMERICAN POOL SUPPLY

American Pool Supply is a wholesale distributor of Pool Chemicals, Whole Goods and Parts. We distribute to Commercial Businesses I.e., Pool Service Companies, Pool Building Companies, Hotels, and Property Management Companies. We will only sell to Companies that have a State Business License.

Businesses that wish to buy from American Pool Supply must apply for a Cash and/or Credit account. Customers with a Cash account must remit payment at the time of purchase. Customers with an approved credit account may charge purchases up to the amount of their approved limit.

Businesses may apply for a Cash or Credit account in two ways, manually or electronically.

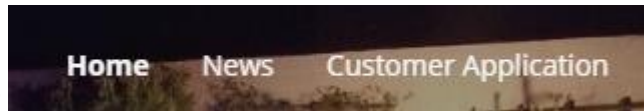
### Applying Manually

You may obtain a Cash or Credit application from American Pool Supply at our main office at 3721 Meade Ave. Las Vegas, Nevada 89102. You may also download the instructions to download and fill out either a Cash or Credit application from our website.

Print out either application, fill it out and sign it in pen, or fill out the information with the fillable form provided on our website (directions below) in the form and print it out and hand deliver or mail it to the American Pool Supply main office, 3721 Meade Ave. Las Vegas, Nevada 89102. *Required* with the application is a copy of your company business license and authorized state identification.

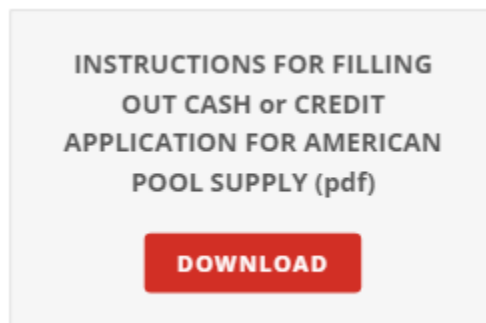
You may download the application from our website, <https://americanpoollv.com> ,

click "Customer Application"





You will be directed to the BECOME AN AMERICAN POOL CUSTOMER page and see

## Download Instructions for Cash or Credit Applications

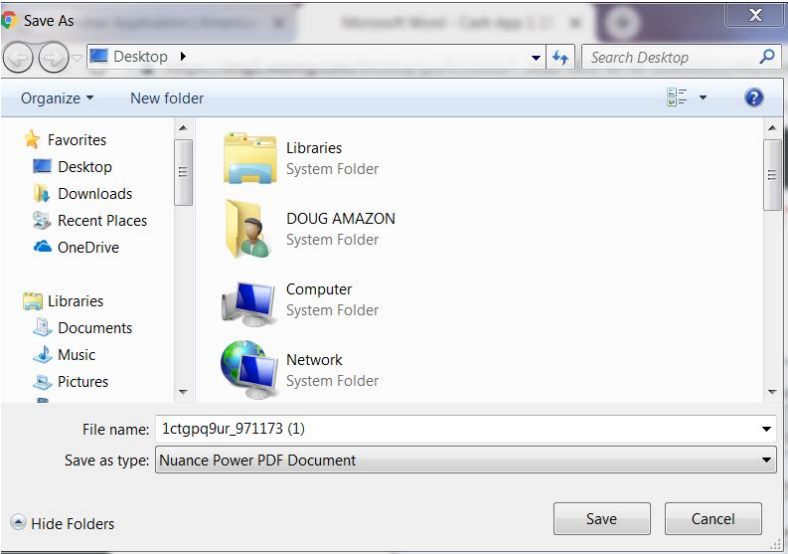


After clicking the Download Instructions Button move your mouse cursor to the top of the screen, a menu will appear

From this menu you may **download**  or **print**  the instructions. Use the same method to print or download the Credit or Cash Application buttons. It is recommended you download the application to your desktop for ease of use. *Note: You may fill out the form on line with out downloading but you will only be able to print out the form, digital signatures and e-mailing the form can only be completed from the downloaded version.*

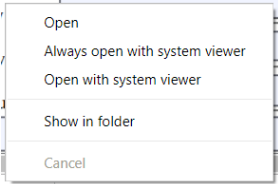
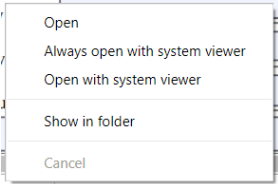
*If you have downloaded files before you may skip to **Applying Electronically.***

After clicking your **download** button  the **Save As** window will appear.



We recommend you save this to your Desktop to start, but you may save it to any folder you choose.

Click . At the bottom left corner a download file will appear  1ctgpq9ur\_971173....pdf ^ click

the  and a  will appear, click Open. Close your internet browser and go to your desktop or the folder you saved the downloaded file and double click that file to open it up.

**Applying Electronically**

Once you have downloaded the Cash or Credit application to your computer from the americanpoolly.com website either application can be filled out and signed electronically then e-mailed

automatically to our office, (instructions on filling out the forms are below). When e-mailing the completed application to us also attach a scanned copy of the company business license and authorized state identification; or if sending a copy of those documents in a separate e-mail to [admin@americanpoollv.com](mailto:admin@americanpoollv.com) and reference this in the subject line of the e-mail to your company application.

### Instructions for filling out the Electronic Applications

Both the Cash and Credit application are fillable on your computer. After filling out each line on the application you may press your 'Tab' key or move the next line with your mouse cursor and click in that line. Some information is required, those lines will be framed in red, other information is optional. If required information is not completed the form will prompt you to fill out those lines before being able to electronically sign and send the application.

### Digital Signatures

Digital Signatures carry the same legal authorization as a written signature. Signatures and Date are required on the Credit Application, Job Site Delivery, Terms and Conditions of Sale and Release and Responsibility portions of the application.

Signature  Date

*See next Page*

Upon clicking the "Sign Document" window will appear. Select the  button, then

click

Sign Document

Please select your [digital ID](#) to sign the document.

Digital ID

Name: DO ENTR (DO ENTR) 2023.10.15 Details...

Issuer: DO ENTR Add...

Expiry Date: 2023/10/15 07:57:44 -08'00'

Storage: Window Certificate Store

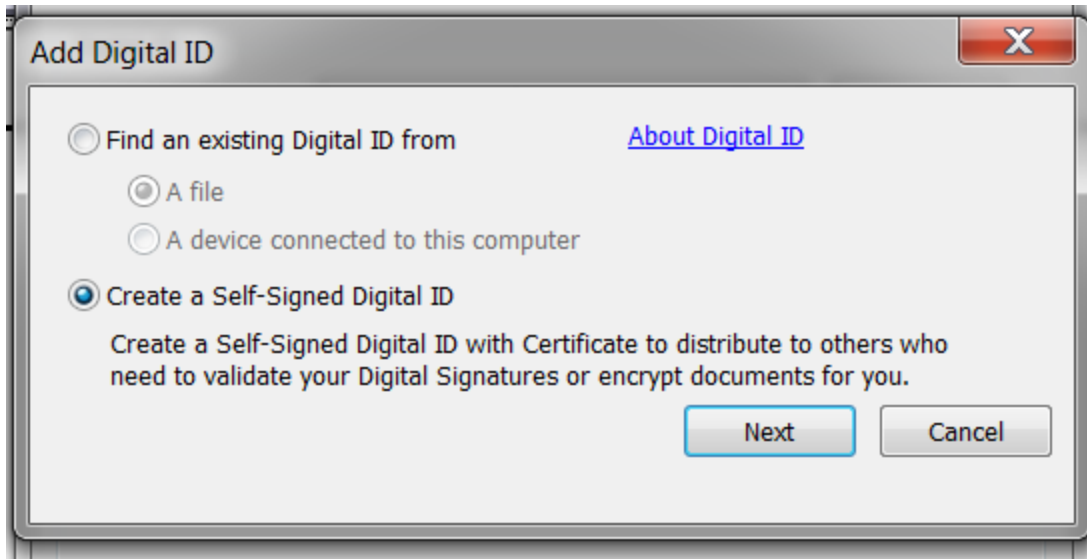
Confirm Password:

Time Stamp:  (optional)

Cancel Next

*See next Page*

The **“Add Digital ID”** box will appear, select **“Create a Self-Signed Digital ID”**



The “Add Self-Signed Digital ID” Window will Appear. Select “Windows Certificate Store” and Click “Next”.



See next Page

The “**Create a Self-Signed Digital ID**” window will appear. Type in your ” **Name**”, “**Organizational Unit**” (Department if applicable, or Company Name), “**Organization Name**” (Company), select “**Country**” using the drop down arrow to the right, Click “**OK**”.

The following options are used to create a Digital ID and its accompanying Certificate.

User Attributes

Name (e.g. John Smith): Rosie Dixon

Organizational Unit: Accounting

Organization Name: APS

Country: US - UNITED STATES

Use digital ID for: Digital Signatures and Data Encryption

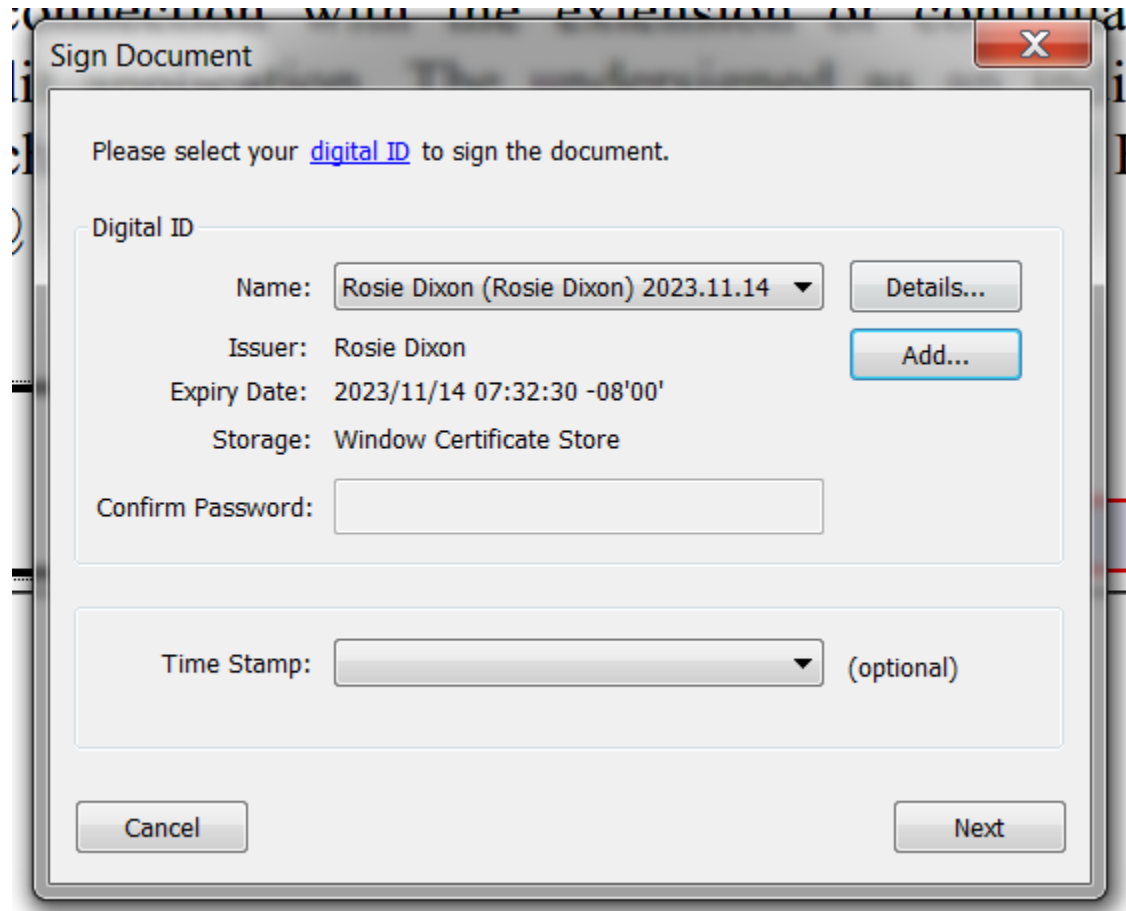
E-mail Address: rosie@americanpoollv.com

Enable Unicode Support

OK Cancel

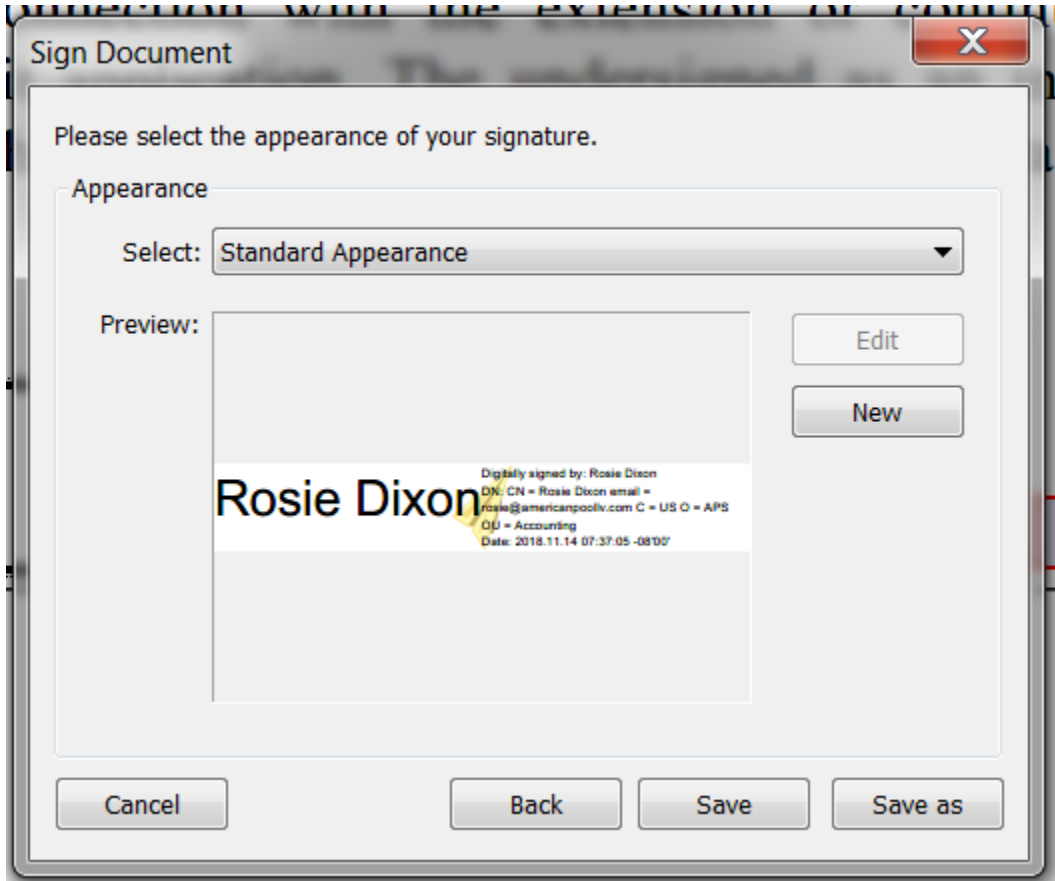
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The “**Sign Document**” will appear. The Name you typed in will be in the “Name” line. Click “Next”.

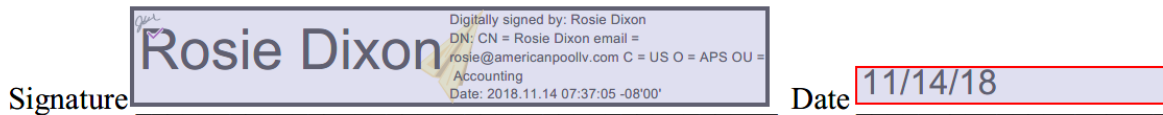


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The “Sign Document” window will appear with your digital signature in the “Preview:” box. Click “Save”.



Your Digital Signature will appear on the signature line. Hit the “Tab” button on your keyboard or click in the “Date” line, enter the date.



For the Cash Application one signature is required. All information on the Cash Application is required including Signature and Date

For the Credit Application there are three required Signature lines, after you have completed digitally signing the first Signature line on the Cash Application you reproduce your digital signature:



clicking in the **“Sign Document”**. Your name will appear in the **“Name”** line, then Click **“Next”**.

Sign Document

Please select your [digital ID](#) to sign the document.

Digital ID

Name: Rosie Dixon (Rosie Dixon) 2023.11.14 Details...

Issuer: Rosie Dixon Add...

Expiry Date: 2023/11/14 07:24:03 -08'00'

Storage: Window Certificate Store

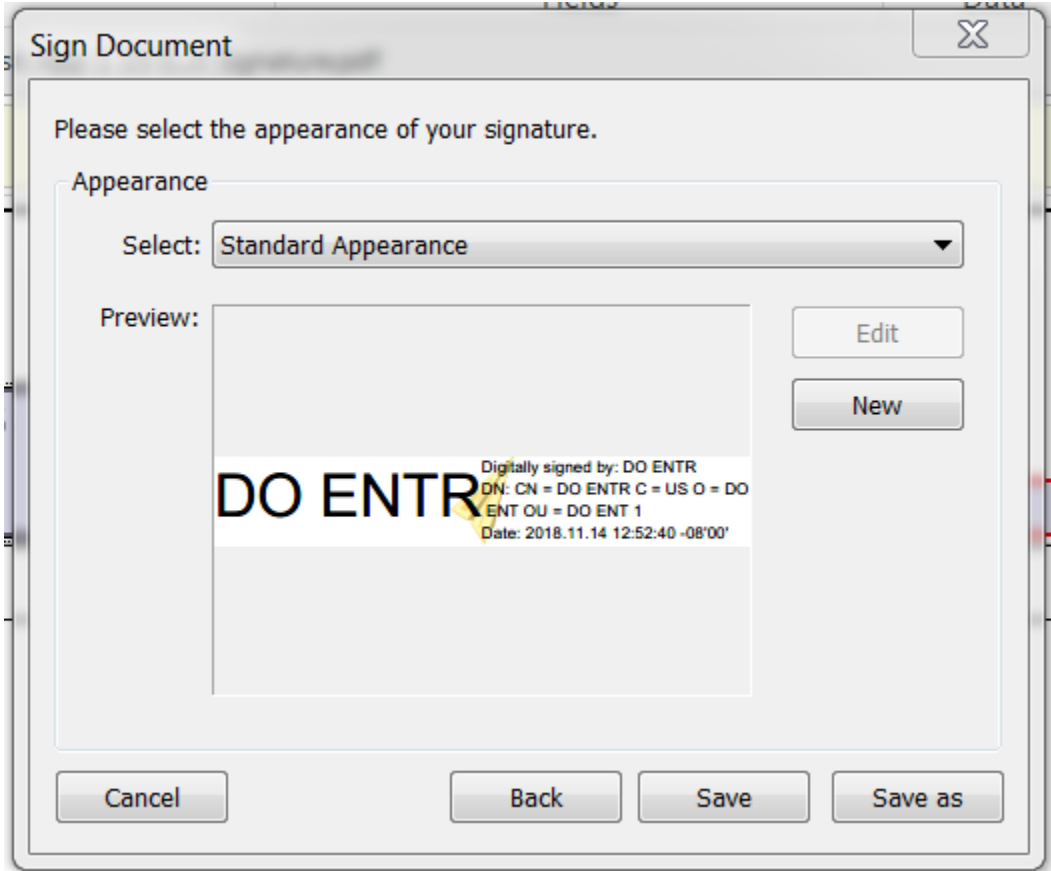
Confirm Password:

Time Stamp:  (optional)

Cancel Next

*See next Page*

The “Sign Document” box will appear, and your digital signature will appear. Click “Save” and the digital signature will appear on that line.



### Credit Application

All information on the Credit Application & Credit Agreement, Business Credit Reference, Terms and Conditions of Sale and Job Site Delivery Release and Responsibility are required.

Consent for Credit Application & Credit Agreement (required)

Consent for Credit Inquiry (optional) **NOTE: IF NO BUSINESS CREDIT REFERENCES ARE PROVIDED, WE WILL REQUIRE THE CONSENT FOR CREDIT INQUIRY TO BE COMPLETED.**

Terms and Conditions of Sale (required)

Jobsite Delivery Release of Responsibility (required)

After Completing either application with digital signatures there are three check boxes.

Click Here to E-mail to  American Pool Supply    Click Here to Save to  Your Computer    Click Here to Print  For your Records

Use the **“Click Here to Print For your Records”** the application to a printer you choose. If you may send this application by mail with a copy of your Business License and Identification or deliver it to our main branch at 3721 Meade Ave.

Use the **“Click Her to Save to Your Computer”**. This will save the file to a folder you designate on your computer. We recommend you save this file for your records.

Use the **“Click Here to E-Mail to American Pool Supply”** to e-Mail the Application to us. When clicking this button, it will automatically attach the document to an e-mail to us. You must have your e-mail program open for this to work. *Note: Some e-mail programs may not automatically create and attach the form to and e-mail depending on how your e-mail program is configured.* If that occurs save the file to your computer and attach it to an e-mail addressed to [sales@americanpoollv.com](mailto:sales@americanpoollv.com) and reference the subject line as “American Pool Supply Application”. You may also attach a scan of your company Business License and Identification to this e-mail before hitting **“Send”** or send a scan of your Business License and Identification as an attachment in a Separate e-mail. Note: If your e-mail is not set as the default you may get a message that the e-mail function will not work. If that occurs, save the form to your computer, bring up a new e-mail and attach the form to that e-mail and send it to [admin@americanpoollv.com](mailto:admin@americanpoollv.com).

After the application is sent to our office, we will contact you at the contact information you have provided and advise you when the application is completed and approved.

Please forward any questions you have to us at [admin@americanpoollv.com](mailto:admin@americanpoollv.com) and reference the Subject Line as ‘American Pool Supply Application’.